

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 3230 **TITLE:** DAY CARE CENTER SUPERVISOR **GRADE:** S-20

DEFINITION:

Under direction, oversees the administration and operations of a day care center or a child development center for the physically and mentally handicapped; and performs related work as required.

DISTINGUISHING CHARACTERISTICS OF THE CLASS:

The Day Care Center Supervisor differs from the Day Care Center Teacher II in that the Day Care Center Supervisor has overall administrative and operational management responsibility for the Day Care Center while the Day Care Center Teacher II serves as first line supervisor over Day Care Center Teacher I's and provides direct child care services.

ILLUSTRATIVE DUTIES:

Oversees the daily on-site administration and operations of the center;
Develops systems to safeguard the health and safety of all children at the site;
Develops and coordinates a program of appropriate experiences for school-age children, or children with special needs;
Interviews, selects, and evaluates center staff;
Directs a continuous public relations program;
Plans and presents on-going staff development for center and other School-Age Child Care (SACC) staff;
Provides center's administrative functions, to include payroll, personnel, and record keeping;
Participates in the individual and group teaching of children;
Confers with and advises parents of the behavior of children;
Determines and coordinates use of facilities and equipment;
Oversees the room arrangement developed for both rooms to facilitate a variety of activities;
Surveys needs and interests of children;
Serves as primary liaison with school and SACC administrative staff;
Plans nutritious daily snacks and arranges for procurement and/or delivery of food;
Writes, coordinates and distributes Center newsletter and calendar of activities to parents;
Prepares regular and special reports.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of individual behavior and the growth and development of children, and the impact of group relationships;
Considerable knowledge of health, safety and first aid methods, and the ability to assume administrative responsibility for the assigned center's overall health and safety program;
Knowledge of the factors which cause problems in children;

Knowledge of learning assets and liabilities;
Knowledge of social work methods;
Ability to plan nutritious snacks;
Ability to establish warm and supportive relationships with children, on a group and individual basis, gaining their confidence and trust and imparting a sense of security;
Ability to provide a wide variety of stimulating experiences for children to meet their individual intellectual and emotional needs;
Ability to recognize problems of both a physical and psychological nature as exhibited by children;
Ability to organize and plan the activities of subordinate day care personnel;
Ability to develop and maintain a working relationship with parents, staff, school officials and the public;
Ability to prepare, present and maintain reports.

EMPLOYMENT STANDARDS:

Be of at least 21 years of age and meet one of the following criteria:

Graduate degree from a college or university in a child-related field such as, but not limited to elementary education, nursing, or recreation and six months of child-related programmatic experience; OR

Endorsement or bachelor's degree from a college or university in a child-related field such as, but not limited to elementary education, nursing, or recreation and one year of child-related programmatic experience; OR

48 semester hours or 72 quarter hours of college credits, of which 12 semester hours or 18 quarter hours are in child-related subjects and one year of child-related programmatic experience; OR

Two years of child-related programmatic experience with one year in a staff supervisory capacity and at least one of the following education backgrounds:

- a. A one-year early childhood certificate from a college or university that consists of at least 30 semester hours;
- b. A child development credential that requires high school program completion or the equivalent and meets all of the requirements for program director credentialing specified in the Commonwealth of Virginia's Standards for Licensed Child Care Centers outlined in 22 VAC 15-30-230.

A certification of qualification from an internationally or nationally recognized Montessori organization.

REVISED:	November 18, 2008
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